

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

SUPERVISING ELEVATOR INSPECTOR

Salary: \$5,800 to \$6,496 per month

(SR-23, Steps A to L, includes shortage differential)

Opening Date: June 4, 2012

Closing Date: July 9, 2012

(revised 07.03.12)

RECRUITMENT INFORMATION

Recruitment number: 12-016, Position is located in the Honolulu.

DUTIES SUMMARY

Serves as supervisor over a group of Elevator Inspectors. Plans, organizes, directs, reviews and approves the recommendations of others engaged in inspection and accident investigation activities relating to elevators and kindred equipment. Responsible for supervising inspections and investigations of accidents involving elevators and kindred equipment used in hoisting, lowering and transporting people and materials, to ensure compliance with pertinent safety codes, laws, rules and standards. Types of equipment inspected include elevator, escalators, dumbwaiters, moving walks, hoists, lifts and amusement rides.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

Prerequisite Knowledge and Abilities:

Knowledge of: English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations. Electrical, electronic, circuit construction and mechanical principals as applied to the equipment inspected; hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers; ASME/ANSI (American Society of Mechanical Engineers/American National Standards Institute) safety codes and standards pertinent to the equipment inspected; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing and investigation as related to the equipment inspected; personal safety practices and report writing. Philosophy, goals functions, policies and procedures relative to the department's elevator inspection program; State laws, rules and standards (e.g., Hawaii Elevator Safety Standards) pertinent to the equipment inspected.

Ability to: Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; independently apply electrical, electronic, circuit construction, mechanical and hydraulic principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.) Observe all personal safety practices; detecting existing and potentially unsafe conditions and practices, and recommend corrective/preventive action; prepare clear and accurate inspection and accident reports. Provide on-the-job training to other elevator inspectors; review and evaluate the work performed by elevator inspectors; provide advice on matters relating to pertinent safety codes.

Experience Requirement:

Applicant must possess:

1. At least one (1) year of elevator inspection experience comparable to the class Elevator Inspector II in the State service; and
2. Supervisory Aptitude: Demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Certification Requirement:

Must possess current certification as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397.

License Required:

Must possess a valid State of Hawaii driver's license, Type 3.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM

www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
Personnel Office
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays**

Submit completed Application and Supplemental Questionnaire to

Department of Labor and Industrial Relations
Personnel Office
830 Punchbowl St., Room 312
Honolulu, Hawaii 96813

Mailed applications must be postmarked by midnight of closing date.

SUPERVISING ELEVATOR INSPECTOR , SR-23 - Oahu
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES email address: _____

☐ NO Prefer hard copy by mail.

Supervising Elevator Inspector – Oahu, 12-016

Print Name	Signature	Date
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Name: **2. PREREQUISITE KNOWLEDGE AND ABILITIES:**

Do you possess the prerequisite **knowledge and abilities** as described in the vacancy announcement?

☐ Yes ☐ No

If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information.

- A.** Describe your knowledge of electronic and circuit construction principles. What is the source of knowledge?
- B.** Describe your knowledge of basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effect of traction on ropes and sheaves.
- C.** Describe your knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers.
- D.** Knowledge of safety and accessibility codes and standards. How did you apply and enforce the codes and standards.
- E.** Detail your experience in working with Hawaii Elevator Safety Standards.
- F.** Relay your experiences in reading, comprehending, interpreting, applying and explaining laws, rules, policies, procedures, codes and standards.
- G.** Describe your experience in reading architectural and installation drawings and circuit diagrams.
- H.** Describe in detail your experience in preparing written reports and its purpose.
- I.** What kinds of diagrammatic and/or schematic have you worked with?
- J.** What kinds of mathematical calculations have you performed?
- K.** Describe any supervisor experience. Number of number of employees, how work was reviewed and evaluated, any employee issues dealt with.
- L.** Any other information and experiences as it relates to the knowledge and abilities requirements.

Name: **3. CERTIFICATION REQUIREMENT**

Do you possess a current certification as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397?

☐ Yes ☐ No

If **YES**, you must submit verification of your certification.

4. LICENSE REQUIRED

Do you possess a valid State of Hawaii driver's license, Type 3?

☐ Yes ☐ No

If **YES**, you must submit verification of your license.

5. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If **Yes**, submit with your application.

6. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

☐ Supporting documents are attached.

☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.

☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

Name: _____

7. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
 - ☐ University of Hawaii
 - ☐ Chaminade University
 - ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: _____

8. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments if applicable
- ✓ Supporting documents
 - Certification
 - Driver's License
 - Transcripts (if applicable)